

**CONFIDENTIAL**

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Executive for Administration and Management

9 November 1948

Chief, Budget and Finance Branch

Employer Designation on Individual Tax Report Forms

1. Arrangements have previously been made with the officials of the Bureau of Internal Revenue by representatives of the General Counsel, the Budget and Finance Branch, and Special Funds Division, OSO to have all employees Withholding Statements, Forms W-2 and W-2a, show only the "U. S. Government" as the employer. During the calendar year 1948 the practice of refraining from showing the Central Intelligence Agency on these forms has been followed. An understanding was also reached with Internal Revenue Bureau officials as to the showing of only "U. S. Government" on Form 1040 or 1040a, U. S. Individual Income Tax Return.


2. It appears desirable for several reasons to have a CIA Administrative Instruction issued to all employees relative to the matter of refraining from showing the CIA as the employer on tax report forms. Since all Forms W-2a received by the employees will show the U. S. Government as the employer and inasmuch as "notices" attached to checks or W-2a forms may be misplaced or widely scattered, an Administrative Instruction appears to be the best means of handling this situation. It is also to be remembered in this connection that the Agency officials who assist employees in making their returns will be specifically instructed regarding this matter and it will be possible in the future for individuals of the Office of Executive for Inspection and Security to give appropriate instructions at security indoctrination classes.

3. On or about January 15, 1949 when the Forms W-2a are transmitted to the employees, the Budget and Finance Branch will request all Administrative Officers to remind each employee of the details concerning the execution of tax return forms insofar as the designation of the employer's name and address is concerned.

4. There is attached a proposed Administrative Instruction which will accomplish the desire of the Executive for Inspection and Security with respect to the elimination of the Agency identification. The proposed Instruction has been coordinated with the Assistant General Counsel.

E. R. SAUNDERS  
Chief,  
Budget and Finance Branch

Attachment

  
Asst. General Counsel

cc: I & S

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